

Addendum No. 3 to RFQ 14-17



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: Prospective bidders RFQ 14-17, On-Call Engineering Services

From: Orazio DeLuca, Contract Manager

Date: August 13, 2013

Re: Questions and Answers

Addendum No. 3 to RFQ 14-17

The City is issuing this addendum to RFQ 14-17, Somerville On-Call Engineering Services, to address the following questions:

1. Does the City prefer to have one firm or team capable of all services and/or is there any evaluation of this in the selection (i.e. Highly Advantageous to have a single firm or team capable of all services)? Or can individual firms submit qualifications for specific fields of expertise?

Answer: The Consultant shall state interest for consideration in discipline(s) as listed in the RFQ on Page 3 "Submission of Qualifications". Consultant may be selected for one, multiple or all areas of interest selected depending on qualifications.

2. How will the selection process on page 4 be handled with firms submitting on only specific areas?

Answer: Consultant(s) may be selected for one, multiple or all areas of interest selected depending on qualifications.

3. Could a firm that submits in multiple areas listed on page 7 (say roadway, traffic, pavement and structural) be selected for only one area (i.e. traffic) or would the selection be all or nothing for the areas of specialty?

Answer: The Consultant shall state interest for consideration in discipline(s) as listed in the RFQ on Page 3 "Submission of Qualifications". Consultant may be selected for one, multiple or all areas of interest selected depending on qualifications.

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4. **Section VII: Proposal Submission Requirements, #1 References, requires three entities for which similar services have been performed. If submitting in multiple areas, should three entities be identified for each of the areas, or three entities for the entire application?**

Answer: Proposer shall submit three entities for each area of interest.

5. **It appears that the cost estimate is only comprised of the rates table on pg 19 since it is an on-call contract and specific tasks are not yet known; however under Price Proposal Format on pg , the RFQ requires "...a cost breakdown for each task identified under the Scope of Work...", please clarify what is needed in the Price Proposal.**

Answer: Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.

6. **On pg 9, #11 states that any the "Vendor shall not engage any other company, sub-contractor or individual to perform any obligation hereunder, without prior written consent of the City of Somerville". This relates also to the first question about teaming. If a Team was proposed in response to the RFQ would the Team (i.e. sub consultants) need prior approval from the City?**

Answer: Consultant "teaming" shall be clearly defined in RFQ response. Consultant shall provide three (3) references for each firm that is part of the team as defined in Section VII, Item 1.

7. **On pg 10, #19 Samples – Please clarify what, if any, samples are being referenced? (Project Sheets, work experience, actual studies performed, etc.) Or does this section not apply to the RFQ?**

Answer: This does not apply to this RFQ, disregard the Samples.

8. **Will there be a pre-proposal meeting held?**

Answer: There is no pre-submittal conference planned.

Addendum # 2

1. **Request for Proposals > Section 1: Instructions to Applicants > Item 1: Content of the Proposal**

"Each proposal must contain, at minimum, the following documents: DSB-2000 Form..."

The requirement of a DSB form is not noted anywhere else in the package – is it required? If so, should we use the latest version (updated February 2013)?

Answer: this form is NOT required - it is removed from the document.

2. Request for Proposals vs. Request for Qualifications

The 1st page of the Request for Proposal calls for one original and four copies of the technical proposal. Page 4 of the Request for Qualifications notes five copies required.

How many copies of the technical proposal are required?

Answer: *Request for Qualifications -Consultant shall provide one (1) original and four (4) copies of the technical proposal for a total of five (5) copies.*

3. Request for Proposals, Section VII: Evaluation of the Proposals, Item 1: Proposals

"Each offeror must submit a written proposal to this RFQ, which includes full and clear descriptions of evaluation criteria, outlined in Section VI. A Selection Committee will evaluate each proposal based on these evaluation criteria."

Section VI is listed as Instruction to Offerors. Should the above refer to Section IX: Evaluation Criteria, Attachment B, or both?

Answer: *Section VI, Item 1 should read: "Each offeror must submit a written proposal to this RFQ, which includes full and clear descriptions of evaluation criteria, outlined in Section VIII. A Selection Committee will evaluate each proposal based on the evaluation criteria detailed in Section VIII and Attachment B."*

4. Disciplines

Should the consultant include the means to address all disciplines noted, or can they specialize in specific disciplines?

Answer: *The Consultant shall state interest for consideration in discipline(s) as listed in the RFQ on Page 3 "Submission of Qualifications".*

5. Price Proposal: The RFQ contains conflicting information about the inclusion of a separate price proposal as follows:
- a. Page 1 requests a separate price proposal in a sealed envelope. Pages and 12 describe a process in which fee proposals are sought after a short list of ranked designers. Page 8 indicates that the price proposal format shall consist of a cost breakdown for each task identified in the scope. Page 8 of the second section of the RFQ indicates that the City is not asking for prices at this time, but reserves the right to request a rate table of proposed staff prior to making a final recommendation. Page 19 of the second section of the RFQ includes a price proposal form consisting of a rate table.

Answer: *Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.*

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6. Section VII of the RFQ, under "Other Requirements" requires the completion of a "Quality Requirements Form". This form does not appear to be an attachment to the RFQ. Please confirm this requirement is met by completing the table on p.14 under Section VIII. If this is not the intended form, please provide the desired form.

Answer: Page 14 lists the Quality Requirements, it is an intended form and must be filled in.

7. Section V of the RFQ requires one original and four (4) copies of the technical proposal. The "Submission of Qualifications" on p. 4 calls for one original and five (5) copies of the technical proposal. Please clarify the number of copies of the technical proposal that should be submitted.

Answer: Consultant shall provide one (1) original and four (4) copies of the technical proposal for a total of five (5) copies.

8. Will Consultants be evaluated against each other by discipline? Could a Consultant be selected for a subset of the requested disciplines and not selected for others? Alternatively, does the City seek to select firms/teams that provide a comprehensive suite of all disciplines? Will there be a separate on-call list for each discipline, or will there be a single on-call list of firms capable of completing any of the identified discipline tasks?

Answer: The Consultant shall state interest for consideration in discipline(s) as listed in the RFQ on Page 3 "Submission of Qualifications".

9. There is a heading at the bottom of page 6 saying "Questions/Pre-Submittal Conference". Is a pre-submittal conference planned?

Answer: There is NO pre-submittal conference planned.

10. Is the Town actively using Cartegraph software? If so, is the system being maintained by the Town or a consultant? If maintained by the Town, how many licenses are in place?

Answer: The City currently utilizes and maintains Cartegraph software for Pavement Management. The City currently has 2 licenses.

11. What modules are currently being utilized - PavementView, SignView, SignalView, Work Orders, etc?

Answer: Pavement View

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12. When was the data collected for each respective asset - within the last year, 3 years, etc?

Answer: Information was collected during Fall & Spring 2012.

13. Is it the City's intent to award RFQ No. 14-17 to one consultant or several consultants depending on their ranking for each of the disciplines

Answer: The City's intent is to enter a contract with as many firms as necessary to cover all disciplines as outlined on Page 3 of the RFQ "Submission of Qualifications".

14. Within the RFP section, page 1 of 14, states that there must be no mention of applicant's fee within the proposal and any mention of the fee will be subject the proposal to rejection. Within the RFQ section, attachment section, there is a form for Direct Labor hourly rate. The question is, does this form need to be filled out.

Answer: Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.

15. Within the RFP section, page 1 of 14, states to include one original and four (4) copies of the technical proposal. Within the RFQ section, page 4, states to include one original and five (5) copies of the technical proposal. Does the City want four (4) or five (5) copies?

Answer: Consultant shall provide one (1) original and four (4) copies of the technical proposal for a total of five (5) copies.

16. Are we to submit any pricing/rate information in our response to your RFQ? Page 1 states, "THERE MUST BE NO MENTION OF THE APPLICANT'S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION," and, "One Sealed Envelope: include one (1) original price proposals marked "Price Proposal 14-17- On-Call Engineering Services." However, page 8 under Price Proposal Format indicates a requirement to submit a fee/cost breakdown and page 8 in the second part of the RFQ states, "Additionally, while the City is not asking for prices at this time, the City reserves the right to request an hourly rate table of your proposed staff prior to making a final recommendation."

Answer: Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.

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17. If we are to submit pricing information in our response to your RFQ, what format should we follow? Page 8 states, "The engineering firm's fee shall include a cost breakdown for each task identified under the Scope of Work, the fee for each assignment will be individually negotiated," yet no tasks have been identified as this is a task-order contract, and page 19 includes an hourly rate form.

Answer: Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.

18. Which insurance requirements are applicable? Insurance requirements are listed on pages 10-11 and on page 22.

Answer: Pages 10-11 and 22 have been updated and now list the same insurance requirements.

19. How shall we submit and label our response and how many copies do you want? Page 1 states "In One Sealed Envelope: include one original and four (4) copies of the technical proposal marked 'Proposal 14-17, On-Call Engineering Services' and One Sealed Envelope: include one (1) original price proposals marked 'Price Proposal 14-17- On-Call Engineering Services.' Page 4 in the second part of the RFQ states, "One bound Original and five (5) bound copies must be in a sealed envelope, marked with the Company Name, RFQ Number and the Time and Date of the RFQ opening."

Answer: Consultant shall provide one (1) original and four (4) copies of the technical proposal for a total of five (5) copies.

20. How will we be evaluated and what evaluation criteria should we follow? Selection criteria is provided on page 4. Page 12 states, "1. Proposals: Each offeror must submit a written proposal to this RFQ, which includes full and clear descriptions of evaluation criteria, outlined in Section VI," yet SECTION VI: INSTRUCTIONS TO OFFERORS doesn't explain what the evaluation criteria is. Evaluation criteria is also provided on pages 13-14 and in Attachment B.

Answer: Section VI, Item 1 should read: "Each offeror must submit a written proposal to this RFQ, which includes full and clear descriptions of evaluation criteria, outlined in Section VIII. A Selection Committee will evaluate each proposal based on the evaluation criteria detailed in Section VIII and Attachment B."

The Consultant shall state interest for consideration in discipline(s) as listed in the RFQ on Page 3 "Submission of Qualifications".

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21. Page 8 "Price Proposal Format" asks for a fee for each task identified under the Scope of Work. The Scope of Work identifies a range of projects to be considered, but does not identify specific tasks. Is the Price Proposal to include only the hourly rates listed on the Table on page 19, or are there specific tasks that we should be preparing a fee for?

Answer: Yes. Rate sheets, as required by the RFQ, shall be submitted in a separate, sealed envelope. Consultant may add Direct Labor categories not already listed under "Other". Project scope and contract value shall be obtained after vendors are selected and under contract. Rate sheets will be incorporated into the contract.

22. The pricing table on page 19 includes an electrical and mechanical engineer, the scope of work does not include these disciplines, should we include these services in our proposal?

Answer: Consultant shall provide rates as listed and may add Direct Labor categories not already listed under "Other". Rate sheets will be incorporated into the contract.

Addendum #1

- **RFQ 14-17 On-Call Engineering Services is due on:**

Thursday, August 22, 2013 @ 11:00 AM

PLEASE BE SURE TO ACKNOWLEDGE ALL ADDENDA ON THE BID PRICING SHEET

Thank you-
Orazio P. DeLuca
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City of Somerville
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